



JOINT FORCES HEADQUARTERS-INDIANA
AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)
Open Statewide to
Current Members



ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
15-020-A-Air		09 January 2015	09 February 2015
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122 nd FW	Fort Wayne, IN	N/A	MSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Administrative Assistant	TBD	E-4/SRA	E-7/MSgt
COMPATIBLE MILITARY ASSIGNMENT			
Air Force Specialty Code (AFSC) 3A151			
PERMANENT CHANGE OF STATION (PCS) FUNDING			
FUNDS MAY BE AVAILABLE			
MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION			
<input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u>			
<input checked="" type="checkbox"/> IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.			
<input checked="" type="checkbox"/> Open to Females .			
DUTIES AND RESPONSIBILITIES			
<p>Performs data management. Manages process of planning, coordinating, managing, sharing, and controlling organization's data assets. Updates or uses data vocabularies and metadata catalog, enabling data to be accessed, tagged, and searched regardless of physical location, media, source, owner, or other defining characteristics. Categorizes and specifies how to represent objects, concepts, and other entities based on relevance and application to support specific organizational objectives. Interfaces or assists Communities of Interest. Structures data and information for a specific purpose in a specific context for collaborative groups of users who must exchange information in pursuit of their shared goals, interests, missions or business processes. Manages databases for the storage, modification, and retrieval of information to produce reports, answer queries, and record transactions. Uses or assists users with using authoritative data sources, data services, and presentation layer to deliver information to support processes. Performs information management functions. Conducts information analyses to determine proper flow and life-cycle management of information, regardless of medium. Operates information systems to create, collect, process, disseminate, use, store, protect, and dispose of information. Develops, provides, and educates users on workflow capabilities and tools to comply with structured electronic processes and flexibility to create/develop ad hoc courses of actions. Manages timeliness, accuracy, and maintenance of published content. Approves and publishes content through automated publishing tools. Oversees organizations' compliance and management of AF Portal and collaboration tools. Manages publications and forms development, design, control, storage, acquisition and dissemination. Provides guidance to ensure</p>			

publications and forms meet prescribed style, format, and legal and statutory requirements. Focal point for Internet and e-mail management and use policies. Creates manual and electronics file plans. Applies file cutoff procedures and disposes of and retrieves records. Operates and manages records information management system and records staging areas. Complies with Privacy Act (PA) and Freedom of Information Act (FOIA) procedures and provides assistance to ensure others comply. Provides guidance and assistance on common, standard electronic communications applications and establishes policy, processes, and procedures for document management, collaboration, and workflow. Operates Official Mail Center. Develops installation information/knowledge management plans. Manages knowledge services. Serves as consultant/liaison for overall data, information, and knowledge planning and integration; identifies and analyzes data, information, and knowledge requirements to facilitate delivery of decision-quality information to commanders. Uses and manages technologies to capture, organize, and store activities/experiences, leveraging collaborative knowledge across disparate organizations. Promotes interaction among two or more individuals encompassing a variety of behaviors, including communication, information sharing, coordination, cooperation, problem-solving, and negotiation. Assesses, develops and manages desktop common-operating pictures/dashboards. Performs client support administration (client-level information technology support) functions. Manages hardware and software. Performs configuration, management, and initial diagnostics of information systems. Coordinates and documents information systems repairs. Runs system diagnostics and determines cause of hardware and software failures. Removes and replaces components and peripherals to restore system operation. Installs and configures software operating systems and applications. Provides customer service to assist in operation, restoration, and configuration of information systems. Monitors and manages information system security programs. Reports security incidents and formulates and applies corrective security procedures.

GENERAL EXPERIENCE

Knowledge is mandatory of: relationship of data, information, and knowledge; policies and procedures relating to life cycle of information, including electronic communications, email management, content management, records management, publications, forms, and information systems; Freedom of Information Act, Privacy Act, and document security (FOUO, unclassified, classified); standard software applications and collaboration tools; expeditionary concepts and after-action reporting; and computer fundamentals.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Security Clearance:** Applicants must have or be able to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Vice: SSgt Simerson

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- Complete and SIGNED NGB Form 34-1.**

- Applicants MUST submit CURRENT fitness assessment.

-Current Record Review Listing (RRL-RIP). Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

- Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.

POC is SSG Osborn: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 74013.

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement.** **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-4839, Email: ng.in.inarng.mbx.mdihrweb@mail.mil Original signature will be required for EMAILED copies at the time of the interview.

Selecting Official: Patrick Renwick, Col, 122d, Fort Wayne, IN COMM: 260-478-3201